

Kentucky Mental Health Planning & Advisory Council
Bylaws Committee
September 24, 2008 10:00 a.m. – 12:00 p.m.
DMHDDAS, 100 Fair Oaks Lane, 4th Floor, Small Conference Room
Frankfort, Kentucky

Members Present: Rita Brooks, Rebecca Garrett, Gayla Hayes, Robert Hicks, Steve Liles, Betty Jo Moss, Steve Shannon, Anna Winchell (by teleconference)

Staff Present: Michele Blevins, Christie Penn, Melissa Runyon

Guests: Doug Crowdus, Melissa Crowdus

Topic	Discussion	Next Step
Call to Order and Introductions	Trudy Abshire, Chair, was unable to attend the meeting. Rebecca Garrett led the meeting. Ms. Garrett called the meeting to order, welcomed guests and members introduced themselves.	
Approval of June Meeting Summary	Robert Hicks made a motion to approve the June meeting summary as written. Betty Jo Moss seconded and the motion carried without discussion.	
Resolution of Issues Identified at Last Meeting	<p>Staff requested the topic “terms of membership” be added to the agenda.</p> <p><u>Format</u> Staff asked members to review and consider a new format for the Bylaws. The new format is intended to make it easier to locate specific subsections of the Bylaws. The new format also regrouped some sections of the Bylaws.</p> <p><u>Mission Statement</u> Members agreed to the following mission statement: <i>The Council seeks to be an active voice for all Kentuckians affected by mental illness by forming a broad partnership of consumers, family members, providers and state agencies that assures through a comprehensive plan that all individuals with mental illness have awareness of and access to effective, affordable services in their own communities which promote ongoing recovery.</i></p> <p><u>Vision Statement</u> Members agreed to the following vision statement: <i>The members of the Kentucky Mental Health Planning and Advisory Council believe that all children, adolescents, and adults in the Commonwealth have the right to excellent, recovery-oriented mental health services that are affordable and consumer driven, values their individuality, assists them</i></p>	

to achieve their fullest potential, and enables them to live in their community.

Scope of Duties (Article II)

The second duty shall be revised to read:

Assist KDMHDDAS in designing a comprehensive, recovery-oriented system of care.

The third duty shall be revised to read:

Advise KDMHDDAS on the use of Mental Health Block Grant resources and on the quality of statewide, recovery-oriented mental health services.

The last word of the fifth duty shall be changed from problems to issues.

Open Meetings/Public Participation (Article V)

Steve Shannon discussed information regarding closed sessions from Kentucky's Open Meetings and Open Records Acts. Steve determined that Council meetings should remain open unless members discuss the recommendation/appointment or dismissal of individual members.

Members revised the public participation section of the Bylaws. Rita Brooks made a motion to accept the following statement regarding public participation. Steve Liles seconded and the motion carried.

Public Participation: Members of the public are entitled to attend meetings, but shall not have the right to participate under Kentucky's Open Meetings Act. They may propose new business for the next meeting; however, the Council encourages all new business or comments to be submitted in writing for consideration.

Complaints and Resolution (Article VII)

These Bylaws establish guidelines for managing complaints by Council members and meeting guests. The following language was presented to committee members:

Any formal complaint from a Council member or meeting guest is to be submitted in writing to the Chair stating the specific issues, documentation to support the complaint, and a potential resolution. The Chair shall present the complaint to the Executive Committee for resolution. If the complaint lies with the Chair, the complaint would be handled by another Executive Committee member.

Steve Shannon made a motion to accept the above language as drafted. Robert Hicks seconded and the motion carried.

Quorum (Article V)

Members agreed to change the requirement for a quorum

from “one-half of the assembled members being consumer or family member representatives shall constitute a quorum” to “one-half **plus one** of the assembled members being consumer or family member representatives shall constitute a quorum.

Members also recommended adding the sentence: “Agency and organizational representatives who may be consumers and/or family members shall not be considered consumer and family member representatives.”

Rita Brooks made a motion to accept the following, revised statement as written. Betty Jo Moss seconded and the motion carried unanimously.

One-third of the membership of the Council present, consisting of one-half plus one of the assembled members being consumer or family member representatives shall constitute a quorum. Agency and organizational representatives who may be consumers and/or family members shall not be considered consumer and family member representatives.

Terms of Membership

Due to lack of time, members stated their recommendations for this section, but asked staff to develop the language.

Staff recommend the inclusion of a new subsection entitled “Membership Seats” prior to the subsection “Terms of Membership” and offer the following language:

Membership Seats: Seats on the Council shall be allotted as follows:

- A. Eleven seats are allotted to state agency representatives. State agency representatives are designated by their respective agency heads by virtue of the positions they hold.*
- B. Three seats are allotted to advocacy organizations, including: One for adult consumers; one for family members of adult consumers; and one for youth and family members of youth consumers. Advocacy organization representatives shall be the Board Chair or designee.*
- C. One seat is allotted to a community mental health center provider representative. The community mental health center provider representative is the Executive Director or designee of the Kentucky Association of Regional Programs.*
- D. Six seats are allotted to adult consumers of mental health services.*
- E. Six seats are allotted to parents/guardians/foster parents of children with a severe emotional disability.*
- F. Six seats are allotted to family members of an adult with severe mental illness.*

Members will review the language and offer feedback prior to the Council meeting on November 13th.

	<p>G. One seat is allotted to a young adult consumer (age 18-25).</p> <p><i>Terms of Membership: The terms of membership shall be as follows:</i></p> <p>A. State agency representatives do not have membership terms, nor is there a limit to their years of service.</p> <p>B. Representatives of mental health consumer and family advocacy organizations do not have membership terms, nor is there a limit to their years of service.</p> <p>C. The community mental health center provider representative does not have a membership term, nor is there a limit to his or her years of service.</p> <p>D. Adult consumers of mental health services, parents/guardians/foster parents of children with a severe emotional disability, family members of an adult with severe mental illness, and the young adult consumer of mental health services shall serve a membership term of two years from his or her date of appointment. There is no term limit for these members.</p> <p><u>Rules of Order</u></p> <p>The following language was added to the Rules of Order section of the Bylaws:</p> <p><i>Open Meetings and Open Records: All meetings of the Council shall be open to the public and adhere to the provisions for open meetings as set forth in KRS 61.870 to KRS 61.884. The Council shall refer to the most recent edition of "Protecting Your Right to Know: The Kentucky Open Records and Open Meetings Acts" published by the Office of the Attorney General, should further procedural clarification be needed.</i></p> <p>Members accepted the addition of the Open Meetings and Open Records section to the Rules of Order.</p>	
Adjournment	Robert Hicks made a motion to adjourn the committee meeting at 12:28 p.m. Steve Shannon seconded and the motion carried.	
Next Meeting	<p><u>Bylaws Committee</u></p> <p>Thursday, March 12</p> <p>1:00 p.m. – 4:00 p.m.</p> <p>DMHDDAS, 100 Fair Oaks Lane</p> <p>4th Floor, Small Conference Room</p> <p>Frankfort</p> <p>CANCELED</p>	